
Building 32 Evacuation Plan

October 2000



National Aeronautics and
Space Administration

Goddard Space Flight Center
Greenbelt, Maryland

Building 32 Evacuation Plan

October 2000

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This document supersedes *Building 32 Evacuation Plan*,
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Goddard Space Flight Center
Greenbelt, Maryland

Preface

This document describes the evacuation process, composition, and responsibilities of the evacuation team members, and procedures to be followed by Building 32 occupants.

Any changes to this document will be made by Document Change Notice (DCN) or complete revision.

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Section 1. Purpose

1.1 General

The Building 32 Evacuation Plan (EVAC Plan) is provided by the Building 32 Facilities Operations Manager (FOM) in accordance with guidelines established by the Goddard Space Flight Center (GSFC) Safety and Environmental Branch Office (SEBO) Code 205.2. This plan contains procedures for evacuation of personnel from Buildings 32 in the event of a building emergency or hazard that threatens the safety of the building or its occupants.

1.2 Evacuation

The plan describes the evacuation process, composition, and responsibilities of evacuation team members, and procedures to be followed by building occupants. This evacuation plan will be supplemented, if required, by local operational procedures for each organization and/or operations element which detail internal procedures to be followed in the event of a building emergency or evacuation. Local plans shall not supersede or alter the requirements or procedures explained in this evacuation plan.

1.3 Procedures

The procedures herein supplement the GSFC basic emergency procedures contained in *Emergency Preparedness Plans and Procedures*, GHB 1040.ID, and are limited specifically to Buildings 32.

1.4 Plan

This plan will be reviewed and updated annually at a minimum or sooner if internal configurations dictate an earlier response.

Section 2. Reporting Instructions

2.1 Hazards

Evacuation of Building 32 complex, or any specific area shall be ordered when any hazard is determined to exist that threatens the safety of personnel, systems, or facility. Possible hazards are identified as follows;

- a. Fire.
- b. Bomb Threat.
- c. Visible Smoke.
- d. Toxic Fumes.
- e. Gas Leak.
- f. Any condition that constitutes a safety threat

2.2 Procedures

Employees detecting a hazard/emergency are to assess the situation and perform the following procedure. If in doubt always assume life threatening.

- a. Non-life threatening, personnel will try to contain or control the condition of the hazard by utilizing available safety equipment. Go to the nearest telephone in a safe location, dial 112, give your name, location of the emergency (e.g., building number, floor, room, or area), and nature of hazard/emergency (e.g., fire, toxic spill, visible smoke, gas leak, bomb threat, injury). Notify the nearest warden and/or building FOM.
- b. Life threatening, if the hazard/emergency is believed to require the fire department and/or building evacuation, the employee is to go to the nearest fire alarm box and pull down the slide on the pull station as indicated. He/she will then evacuate the building and notify a warden of the situation.

NOTE

For detailed evacuation procedures see Section 5.

2.3 Minimize

A minimize order requires that all affected areas within the facility commence an orderly reduction in operations by preparing to secure support, computer systems and gather all contingency operation material and prepare to evacuate. If the evacuation bell sounds or if instructed by your warden, evacuate the building immediately in an orderly fashion.

2.4 Evacuation

2.4.1

Vacate the building by using the nearest appropriate escape routes. DO NOT use the elevators. Make your way around to the North parking lot and contact your warden to report of any problems or personnel needing assistance.

2.4.2

An order to minimize will be made by the building FOM, his/her alternate FOM (Alt FOM) or Goddard Emergency Response Team (GERT). Given the type of hazard and timing involved will determine whether a minimized or controlled evacuation of the building is necessary.

GENERAL FIRE HAZARD INSTRUCTION ALL BUILDING OCCUPANTS

I. PROCEDURE

When the evacuation alarm bells ring for more than 30 seconds, ALL BUILDING OCCUPANTS MUST EVACUATE THE BUILDING.

DO NOT USE ELEVATORS!

II. HAZARDS

Possible hazards to cause evacuation alarms:

- | | |
|-------------------|--|
| a. Fire. | d. Toxic Fumes. |
| b. Bomb Threat. | e. Gas Leak. |
| c. Visible Smoke. | f. Any condition that
posses a safety threat. |

III. DETECTING A HAZARD.

A. Life Threatening

1. Activate the nearest fire alarm pull station.
2. If time permits, call the emergency console 112 or 6-8080. Notify a warden to the type of hazard and location.
3. Evacuate the building. Assemble at the required meeting location in the parking lot. Personnel with disabilities should obtain assistance to negotiate stairs or notify Wardens that professional assistance is required.

Always use the buddy system.

B. Non-Life Threatening

1. Call Safety and Environmental branch at 6-6295, FOM or Warden and indicate the type of hazard and location.

NOTE

UNDER NO CIRCUMSTANCES SHOULD ANY OCCUPANT PUT THEIR OWN OR ANOTHER
OCCUPANTS LIFE IN JEOPARDY

2. If capable, try to contain or control the condition of the hazard by utilizing available safety equipment.
3. If hazard escalates out of control, follow procedure in step IIIA.

IV. SMOKE DETECTOR

All smoke detectors monitor material suspended in air. When a smoke detector is activated, a local alarm will sound at an annunciator panel showing location and a signal will be sent to the Emergency Console. If alarm condition is located in any egress path the evacuation bell will be activated. Personnel noticing a hazard that is life threatening are to activate a pull station and evacuate the building.

Figure 2-1. General Fire Hazard Instructions

Section 3. Description of Alarm Systems

3.1 Smoke Alarms

This system consists of smoke detectors and audible zone alarms. The smoke detectors, designed to be actuated by products of combustion or suspended material in the air, are installed in numerous locations throughout the building. The detectors monitor zones and provide signals that set off local area (zone) alarms at the appropriate annunciator panel. Detectors protecting exposed areas such as hallways, offices, computer rooms, etc. are mounted in two or three zones. Detectors are mounted on the ceiling, above the ceiling and where possible, below raised floors. All have warning lights installed on their casing and status are indicated by annunciator panels mounted throughout the complex. The entire system is monitored by a central alarm panel and is remotely monitored by the base maintenance engineers located in building 24. The Emergency Control Console (ECC) operator, after a brief delay to allow investigation of cause, will notify the fire department to respond to the indicated building, if necessary. Facility Maintenance Division (FMD) maintenance engineers and GERT personnel will also respond to the alarm. Occupants should assist in determining the location and cause of activated detectors and direct emergency personnel to the proper location.

3.2 Evacuation Alarms

This is the Automatic Fire Alarm System which is designed to notify all personnel that evacuation procedures must be initiated immediately because of a hazard or emergency which poses a serious threat to the safety of personnel in the building. When it is heard, building evacuation is mandatory and should proceed according to Section 5. The system consists of red bells, strobe lights and red pull stations, also known as Manual Fire Stations. These items are located in rooms, hallways and egress areas throughout the building. Personnel should be familiar with their locations in respect to their work areas. This alarm system can be activated by operating either the fire alarm pull station, automatically by the release of water through the wet pipe sprinkler system, or remotely from the ECC in Building 24. Personnel within building 32 are authorized to activate a pull station in any emergency situation where it is felt that occupants of the building maybe in danger. Activating a pull station will sound the evacuation alarm in the building and send a signal to the Emergency Console. Pull stations can only be reset by the Emergency team personnel. Alarms that continue for a minimum of 30 seconds are considered to be true and personnel should react accordingly.

3.3 Wardens

Instructions to evacuate also may be received from building wardens where alarms are inoperative, not audible, or can't be heard by hearing impaired employees. Composition of the Building 32 Evacuation Team is explained in paragraph 5.1. Wardens have been assigned to each floor and to positions outside the building. The Wardens may be identified by the warden armbands they wear.

3.4 Evacuation Notice

When personnel are notified either by the bell system or by verbal alerts by the wardens, building personnel are to immediately evacuate the building without delay by the established evacuation procedures.

WARNING

Evacuation is mandatory!

Section 4. Building 32 Evacuation Team

4.1 Evacuation Team and Response Personnel

4.1.1 General

The Building 32 Evacuation Team consists of a structured hierarchy of volunteer members of both civil servants and contractor personnel to ensure 24-hour/day, 7 days/week coverage. The Evacuation Team's objective is to oversee the orderly evacuation of building personnel, assist in crowd control and building re-entry. The Building 32 Evacuation Team is composed of the FOM and Wardens, Goddard Emergency Response Team (GERT), FMD and the Prince Georges County Fire Department (PGCFD).

4.1.2 Facilities Operations Manager and Wardens

The Building 32 FOM, in accordance with GMI 7234.2 and 1700.2, is responsible for implementation of the Evacuation Plan program, appointment of the Building Warden and approval of all Floor and Area Wardens. The FOM is the main point of contact between all the wardens and the GERT. Wardens are responsible for ensuring all personnel have evacuated from the building or informing the FOM of their position. Detailed information will be addressed in paragraph 4.2.

4.1.3 GERT

The GERT consists of civil servant personnel with the authority to oversee all health and safety situations and is part of the SEBO. The GERT provides response to all GSFC emergencies in a Mobile Emergency Operations Center (MEOC) van. The MEOC vehicle contains emergency information, rescue equipment, and a mobile radio to communicate with PGCFD, Security, FMD, and the FOM. The MEOC will be the National Aeronautics and Space Administration (NASA)/GSFC Command Post for the incident, with a member of the GERT becoming the Incident Commander (IC). The IC normally stays at the MEOC during the emergency and will receive all information about the condition of facility and personnel status. During an emergency, members of the GERT may be identified by blue jumpsuits and/or a white hard hat.

4.1.4 Facility Management Division

The FMD operates the ECC, located in Building 24. The ECC receives all emergency calls and makes the proper notification. The ECC is the central point-of-contact for all GSFC radio communications. Radio frequencies can be patched through the console to allow transmission on several channels at once. FMD provides the monitoring and servicing of the building facilities to include heating and ventilating systems, Fire and Smoke Alarm systems.

4.1.5 Prince Georges County Fire Department

The PGCFD provides additional services to augment GSFC capabilities. These services include fire suppression, rescue, emergency ambulance service, and hazardous material response. These services are requested by the ECC or the GERT if required.

4.2 Responsibilities

4.2.1 Facilities Operations Manager

The FOM for Buildings 32 and the Alternate FOMs will participate in all emergency operations and are the BUILDING WARDENS. The FOM is the head of the Evacuation Team. The FOM will be supported by all the altFOMs, Area Wardens, and Floor Wardens and will be the main point of contact between the GERT and building 32 facilities/personnel and will report to the senior IC at the scene. The FOM's overall objective is to ensure the safety and well being of all personnel within his/her complex. The FOM or an altFOM has the authority to stop work or to evaluate working procedures to ensure there is no imminent danger to personnel or property. The FOM is also responsible for conducting a walkthrough inspection at least quarterly in areas they do not visit regularly. In the absence of the FOM, the Building Warden is the senior member of the Building Evacuation Team and will be responsible to interface with the GSFC IC.

4.2.2 Incident Commander

The IC is the senior GSFC official in charge of emergency activities at the scene and is the central point of contact for receipt and distribution of information regarding the emergency. The IC is usually the GERT Incident Commander and will establish his post from the MEOC vehicle. In the absence of the GERT Commander, this function may be performed by security or by PGCFD officer. During other than normal duty hours (8:00 a.m. to 4:30 p.m.), the Security Guard will serve as IC until relieved by GERT personnel.

4.2.3 Wardens

4.2.3.1 General

For Warden designation and post assignments, see Figures 4-1 and 4-2. Wardens will wear white arm bands labeled "WARDEN" so that they will be easily recognized. Wardens will assist in crowd control and building re-entry. All wardens will provide the following information:

- a. Evacuation Status.
- b. Disabled Personnel Status.
- c. Information on Emergencies.
- d. Critical Operations Status.

4.2.3.2 Area Wardens

The Area Wardens are responsible for receiving status reports from the Floor Wardens at their designated evacuation post, relaying this information via voice telephone/radio to the Building Warden, and assisting with crowd control and building reentry. In the event that communication with the Building Warden is not possible, the Area Warden should designate a runner who will be dispatched to the IC with all status information.

4.2.3.3 Floor Wardens

The Floor Wardens are responsible for determining the status of personnel evacuation from their designated areas, making observations of conditions (smoke, fumes, smoke detector activation, etc.) which may be useful to emergency response personnel, and for reporting such status to the Area Wardens.

4.2.3.4 Backup Procedures for Wardens

In the event that an Area/Floor Warden is absent, an alternate should be designated to carry out the responsibilities. If an Area Warden is absent, the Floor Warden should report to an alternate Area Warden or the Building Warden.

NOTE

- a. For mission support elements that are in a critical spacecraft operation, immediate evacuation can be delayed, see Section 5.2 for information.
- b. Wardens must report numbers and location (element name, building/room numbers of personnel not evacuated). The Floor Wardens when instructed by the IC will proceed with building reentry. (Figures 4-1 and 4-2 outline Floor Warden assignments and duties.)

WARDEN INFORMATION			
<u>Evac#</u>	<u>Assignment</u>	<u>Identity</u>	<u>Location</u>
EVAC-1	Assignment by the FOM	AREA Warden Code 423.0	N.C. Parking lot
EVAC-2	Assignment by the FOM	AREA Warden Code 428.1	Loading Dock
EVAC-3	Assignment by the FOM	AREA Warden Code 902.0	SW Lawn Area
EVAC-4	Assignment by the FOM	AREA Warden Code 581.0	End of Walkway
EVAC-5	Assignment by the FOM	Floor Warden Code 428.1	N.C. Parking lot
EVAC-6	Assignment by the FOM	Floor Warden Code 428.3	N.C. Parking lot
EVAC-7	Assignment by the FOM	Floor Warden Code 428.1	N.C. Parking lot
EVAC-8	Assignment by the FOM	Floor Warden Code 428.1	N.C. Parking lot
EVAC-9	Assignment by the FOM	Floor Warden Code 902.0	N.C. Parking lot
EVAC-10	Assignment by the FOM	Floor Warden Code 428.1	N.C. Parking lot
EVAC-11	Assignment by the FOM	Floor Warden Code 922.0	N.C. Parking lot

Figure 4-1. Warden Information

Figure 4-2. Warden Evacuation Post Location

Section 5. Building Evacuation

5.1 General

An evacuation may be ordered when any hazard (e.g., fire, gas leak, toxic fumes, visible smoke, or bomb threat) exists which may endanger the building or its occupants, or jeopardize integrity of mission operations. Under certain conditions, the FOM may be advised by phone of a potential hazard which could result in a need to evacuate all or parts of the building. In these situations, and as time permits, the FOM may use the Rolm Phone System by verbal notification to advise operational and support areas to either "MINIMIZE" or "EVACUATE." If time does not permit a controlled evacuation, the order to evacuate will be sounded by building evacuation alarms. Evacuation is mandatory.

5.2 Delayed Evacuation

Operational spacecraft elements shall specify, in local operating procedures, any operations position which may require personnel to delay evacuation in order to complete/secure ongoing operations so as to minimize risk to spacecraft and/or facilities. Personnel delaying their evacuation must report on departure to Area Wardens at their posts to enable the Area Warden to update status of the evacuation in their respective areas.

5.3 Controlled Evacuation (MINIMIZE)

In certain situations, an order to "MINIMIZE" requires that an orderly reduction in operations preparations to secure spacecraft, computer systems, and facilities are made. Personnel should gather all contingency operational material in the event an evacuation is ordered. During a "MINIMIZE" condition, GSFC management personnel and GERT Members will assess the extent of the hazard. Once areas have been advised to "MINIMIZE," they may be instructed to "EVACUATE," via the sounding of the building alarms.

5.4 Evacuation Procedures

5.4.1 General

The evacuation alarm is a repeating bell. Once this alarm sounds for a minimum of 30 seconds, evacuation of the building is mandatory. Wardens should not be called for confirmation because each warden will have internal procedures to complete before leaving the building. Upon notification to evacuate, and only if time permits, personnel should take immediate action to:

- a. Lock up all classified material.
- b. Quickly check immediate area. Turn off coffee pots, soldering irons, heating appliances, etc. Leave lights on and close doors.
- c. Leave the area. When leaving, take along personal belongings (coat, purses, car keys, etc.) that are immediately available. Enroute, look for location and nature of problem, and for unusual, out of place objects. Report location and description to Wardens.
- d. Render assistance and proceed to nearest safe exit. Do not use elevators, as power to them may be lost and you could be trapped.
 1. Enclosed stair towers are considered protected areas.
 2. Two people will remain with each mobility-impaired person.
 3. Report status to any Warden. A GERT representative will evaluate the situation and evacuate person(s) as necessary.
 4. Move to the Evacuation Assembly Areas in the parking lots and await re-entry or relocating instructions from Wardens.

5.4.2 Supervisor Procedures

Supervisory personnel are to instruct co-workers to assemble in the appropriate Evacuation Assembly Areas to await further instructions. A senior representative of each technical organization is to report and assemble at the IC (post A) to advise and assist the Evacuation Team as needed. Instructions will be issued by the IC and may include permission to re-enter the building or to proceed to a relocation facility.

5.5 Relocation

The decision to relocate personnel to alternate locations will be made by the Building Warden after consultation with senior members of the evacuation team. This order will be issued if re-entry is not possible within 30-60 minutes of evacuation, or earlier if conditions dictate (e.g., inclement weather, operations considerations). Organizations/groups directed to relocate prior to an official order to do so by emergency personnel must notify the Building Warden of that decision.

5.6 Procedures for Emergency Evacuation Drills

Emergency evacuation drills are performed on a random basis, one drill minimum per year, to allow evaluation of procedures and training which have been presented to all personnel within Building 32. Evacuation drills are monitored by the GSFC Safety and Environmental Branch (S&E) and the FOM. Before an evacuation drill is initiated the S&E representative will confer with the FOM who will be responsible to notify each project to ensure no critical spacecraft operations are being conducted. Once permission has been coordinated by the FOM, S&E may then proceed with the drill.

NOTE
PERIODIC DRILLS ARE MANDATORY.

Section 6. Physically Challenged Personnel

6.1 Responsibility

It is the responsibility of all physically challenged personnel who may require special assistance during emergency situations to identify themselves to their building FOM, applicable supervisor, or co-worker to ensure their safe evacuation in the event of an emergency. Also, a person who becomes temporarily challenged should notify the FOM and applicable supervisor to ensure that area personnel and Warden are aware of any special consideration for the period that assistance is required.

6.2 Stairwells

The perimeter stairwells are designated as protected areas. During an evacuation, the physically challenged personnel should immediately proceed to the nearest evacuation stairwell. Two people should remain with the physically challenged personnel until completely out of the building.

NOTE

- a. Personnel will not attempt to move a wheel chair-bound person down stairwells.
- b. The number, location and status of physically challenged personnel requiring assistance must be reported to the IC.

Section 7. Emergency Salvage Operations

7.1

Accidental discharge of a sprinkler head, not fire related, or an occurrence of floor/water leakage within the building, may require emergency salvage operations be put into effect by the Building FOM, GSFC Safety Engineer, or Fire Commander.

7.2

Per GSFC regulations, sprinkler shutoff devices are the responsibility of the GSFC FMD personnel only. Building occupants are advised not to contain any water leakage by use of specialized equipment. Personnel safety is our first concern. Water from sprinkler systems or other fire fighting activities may result in an electrical hazard to the personnel.

7.3

An Emergency Salvage Station for Building 32 will be maintained by FMD at a predetermined location and will be accessible only to FMD personnel. Contents may vary but it is recommended that each station have a 20 gallon wet/dry vacuum, three salvage covers, goggles, gloves, and mop with bucket and wringer. FMD management maintains the contents and required personnel have been trained in its use to protect equipment and contain water until proper equipment arrives or system is isolated.

Appendix A. Call Sign Identification

<u>Call Sign</u>	<u>Assignment</u>	<u>Identity</u>
EVAC-01	Assignment by the FOM	FOM, Code 423
EVAC-02	Assignment by the FOM	ALTFOM, Code 428.1
EVAC-03	Assignment by the FOM	ALTFOM, Code 902.0
EVAC-04	Assignment by the FOM	CODE 581.3
EVAC-05	Assignment by the FOM	TRMM
EVAC-06	Assignment by the FOM	TOMS/UARS
EVAC-07	Assignment by the FOM	LANDSAT
EVAC-08	Assignment by the FOM	EDOS
EVAC-09	Assignment by the FOM	TSDIS
EVAC-10	Assignment by the FOM	EDOS
EVAC-11	Assignment by the FOM	TSDIS/MODIS

Appendix B. Property Custodians

<u>Call Sign</u>	<u>Assignment</u>	<u>Identity</u>	<u>Custodian</u>
EVAC-01	Assignment by the FOM	FOM, Code 423.0	
EVAC-02	Assignment by the FOM	Code 428.1	
EVAC-03	Assignment by the FOM	Code 902.0	
EVAC-04	Assignment by the FOM	CODE 581.3	
EVAC-05	Assignment by the FOM	TRMM	
EVAC-06	Assignment by the FOM	TOMS/UARS	
EVAC-07	Assignment by the FOM	LANDSAT	
EVAC-08	Assignment by the FOM	EDOS	
EVAC-09	Assignment by the FOM	TSDIS	
EVAC-10	Assignment by the FOM	EDOS	
EVAC-11	Assignment by the FOM	TSDIS/MODIS	

Appendix C. Building 32 Floor Plans

Figures C-1 through C-3 are configurations for the floor plans in Building 32.

Figure C-1. Building 32 Ground Floor Plan

Figure C-2. Building 32 First Floor Plan

Figure C-3. Building 32 Second Floor Plan

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